

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-175

**OPEN TO:** In-House Candidates Only  
**POSITION:** **Supervisory Budget Analyst**, FSN-11, FP-4\*  
**POSITION NO:** N-53119  
**WORK HOURS:** Full-time; 40 hours/week  
**OPENING DATE:** November 04, 2011  
**CLOSING DATE:** November 17, 2011  
\*Not-Ordinarily Resident: US\$ 61, 759 p.a. (Starting salary)  
(Position Grade: FP-4 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.2, 518, 042 p.a. (Starting salary)  
(Position Grade: FSN-11, Trainee Grade FSN-10, Rs.1, 971, 957 (Starting Salary) will be given until meeting full requirements of the position description)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Supervisory Budget Analyst in the Financial Management Office.

### **BASIC FUNCTIONS OF POSITION:**

The incumbent of this position serves as Locally Employed Staff Certifying Officer and is authorized to certify all payments. Serves as an advisor and assistant to the Senior Financial Specialist and the Financial Management Officer. Responsible for the complete range of budget administration work including the technical budget support duties of overall state budget allocation. Supervises INL/NAS project pipeline. Directly supervises the work of six accountants and formally trains Financial Management Officer staff in budget formulation, financial plans, budget execution, vouchers, pre-certification and record keeping. Responsible for the overall management and planning for the unit; organizes work; prepares work schedules / assignments; reviews accounts and budgets; monitors status of funds for all serviced agencies, advises the Financial Management Officer & Senior Financial Specialist of funding shortfalls and; makes recommendations on transferring funds between line items and/or refund of excess funds. In the absence of Financial Specialist, acts as for him and performs all his duties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Fourteen years of education with a major in accounting, finance or business administration is required.
2. **EXPERIENCE:** A minimum of seven years of commercial work experience in accounting and finance is required. Out of which three years accounting experience must be with US Government.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu are required.
4. **KNOWLEDGE:** Have thorough knowledge of the organization structure of State Department and associated agencies related to budgeting and funds control. Must have comprehensive knowledge of 3FAM, 4FAM, 14FAM, 16FAM, Standardized Regulations and Appropriation Law. Knowledge of ICASS budgeting concepts and processes is essential.
5. **ABILITIES & SKILLS:** Ability to oversee wide range budgetary and accounting operations and provide quick and accurate guidance on a multitude of day-to-day issues. Must be able to manage financial management operations in the absence of Financial Management Specialist. Assumes PERSONAL pecuniary liability for the correctness and legality of all payments certified.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). The Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: November 17, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.